

S-E-C-R-E-T

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2 NOV 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 1 November 1978

1. (U) Results from DCI Speech: As a result of national publicity given to an address by the Director at the National Press Club on 25 October, Recruitment Division has received approximately 650 phone calls from women across the country expressing an interest in becoming spies and requesting additional information on job availability. While a few of them were encouraged to send in their resumes, many were seeking employment in the area of their current residence, did not have degrees, were not U.S. citizens, were retired, or in high school or in the early years of college. Some women understood from radio broadcasts that CIA sought women to be spies within the United States.

2. (U) Recruiting - University of Dayton:

25X1A a. [REDACTED], Headquarters-based Regional
25X1A Recruiter, was assisted by [REDACTED]
secretary, during a very successful recruiting day
at the University of Dayton, [REDACTED] alma mater, 25X1A
on 24 October. Of the 15 persons enrolled in the
secretarial program at the University, 13 came 25X1A
for the briefing and interview. [REDACTED] believes
that at least six are seriously considering applying
to the Agency.

25X1A b. [REDACTED] also reports that of the 12
engineering, computer science, mathematics students
who had signed up for interviews the previous day
at the University of Dayton, six were women, and
that she gave applications forms to all of them.

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25X1A 3. (U) Minority Recruitment: [REDACTED] and
25X1A [REDACTED] of the Recruitment Division met with [REDACTED] of the Office of Equal Employment Opportunity on 31 October to discuss minority recruitment. Topics discussed included expanded contact with local black and hispanic organizations, the use of the Vocational Outreach Service, and free advertising in a new black magazine being established by Delta Sigma Theta Sorority.

25X1A 4. (U) Career Training Recruitment: Recruiter [REDACTED]
[REDACTED] reported that during his recent trip to Los Angeles he interviewed about 40 persons who had submitted resumes in response to Career Trainee advertising. About six of the interviewees were encouraged to submit application forms.

25X1A 5. (U) Recruitment of Women: [REDACTED], our
[REDACTED] Recruiter, reports that he was outstandingly received at the Women's Opportunity Conference in San Diego, California on Saturday and Sunday, 28 and 29 October; about 100 women attended each of the two seminars which he addressed. He also reported good coverage by the press.

6. (U/AIUO) Safety for the Handicapped: The Coordinator for the Handicapped Program and her assistant met with an Office of Security Safety Branch representative and five of our eleven deaf employees to discuss emergency evacuation procedures. Except for one employee who works in the Computer Center, the deaf employees present felt the present procedures were adequate; i.e., a hearing co-worker informs them of the emergency. We plan to contact those who were unable to attend the meeting to obtain their input also. It is possible that only the Computer Center will need some sort of special signaling device.

7. (U/AIUO) Security Escort Program: Chiefs of Staff Personnel Division, Clerical Staffing Branch, and our Washington Area Recruitment Office met on 30 October with four representatives of the Office of Security to discuss the Security Escort Program which suddenly must be greatly expanded. The General Services Administration had decided to hire 40 new employees to work in CIA buildings. This will require 20 new security escorts. In addition, attrition has been higher than anticipated and Security has raised its regular requirements from 12 to 19. Currently, there is a saturation campaign of recruiting for part-time employees on local college campuses. Candidates will be given expedite clearances.

8. (U/AIUO) Retirement Seminar: The first session of this year's annual Retirement Information Seminar was held on Tuesday morning, 30 October, in the Headquarters auditorium. Mr. John F. Blake, Deputy Director for Administration, made the opening presentation. There was a very good turnout, estimated to be approximately 400 people. We hope that the future sessions will be as well attended.

9. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 258 persons to go by 12 January, 46 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	63 (20)	90 (7)	153 (27)
Signed to go	<u>36 (13)</u>	<u>69 (6)</u>	<u>105 (19)</u>
Totals	99 (33)	159 (13)	258 (46)

10. (U/AIUO) Skills Session: The Skills Session on "Retirement" was held on 25 October and attended by 50 Office of Personnel careerists. An announcement concerning the program on "Recruitment" (29 November) will be sent out shortly.

11. (U) Awards Display Case: Plans and specifications for the new display case for honor, merit and service awards have been completed and are ready to be put out for bids by the Office of Logistics. The new case will be in the same location (first floor, J corridor) as the current display case and will measure 15" x 54" x 3". The exterior frame will be of solid walnut and the interior will be a blue background which will complement the ribbons that are associated with the medals. Cost of the case, estimated in advance of the returned bids, is about \$1,000 and will be funded by the Office of Logistics.

12. (U) Combined Federal Campaign: As of close of business 1 November 1978, the Combined Federal Campaign pledges total \$169,089.87, which is 53.4 percent of the goal. Of the total number of pledge cards distributed, 50.3 percent have been returned. \$19,213.70 has been pledged for the Educational Aid Fund and \$3,715.50 for the Public Service Aid Society. Key persons are being encouraged to complete their returns as soon as possible.

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13. (U) Travel Problems: Pan American Airlines is having contract problems with its flight attendants which in turn is causing a slowdown of flights. Female attendants are calling in saying they think they are pregnant. Apparently, if they call in sick they could be fired, but if they suspect they are pregnant, no adverse action can be taken against them by the airline and they don't have to fly. Pan American expects the slowdown to continue through 1 November and a strike as of 27 November if the contract is not signed. Pan American will do all possible to rebook passengers on other airlines when flights are cancelled. During the past week, two inbound flights from Europe and one from the Western Hemisphere area had to be cancelled.

14. (U) Open Season - Health Benefits Enrollments: Headquarters and field notices announcing the open season for health benefits enrollments have been forwarded for publication. Dates of the open season are 13 November - 8 December 1978 during which time employees may enroll, change plans or add family coverage. The notices also contain other information including the 1979 premium rates of the major plans of the Federal Employees Health Benefits Program.


15. (U) Suggestion Box: One suggestion was received this week. It was forwarded to the Director of Security. The total number of suggestions received since the program began on 15 June 1977 is 65.

16. (S) Rehired Annuitants: See attached report.

COMING EVENT:

(U) OP Projects: We will continue with ongoing projects, including FY 1979 APP, Phase II, guidance to Personnel Officers on promotion certificates and delayed promotion dates.

25X1A


F. W. M. Janney

Attachment

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S E C R E T

31 October 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (25-31 October 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

DDO

25X1A

- Independent Contractor, EUR Division, 30 day MOC effective 30 October 1978.

for e ing rehired civilian annuitant cases were approved
ty Director for Administration:

DDA

- Independent Contractor, OTR, extension through 31 January 1979.

DDO

- Contract Employee, LA Division, one-year extension.

DDS&T

- Contract Employee, OTS, one-year extension.

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